FY2023 Alumni Engagement Innovation Fund Proposal

2023 Alumni Engagement Innovation Fund Proposal Form

To be completed by exchange alumni team leaders or U.S. Embassy/Consulate

All sections in this form need to be completed in order for the proposal to be eligible for submission.

Application Form Guidance is provided at the end of this form.

About Your Project

Project Title:

Requested Budget Total: $

Primary Location of Project:
If the project is taking place in multiple cities, states, or provinces within the same country, please enter all locations separated by a comma.

Country:	
City/Town:	
State/Province:	

Will your project take place in additional countries?
   If YES, please list additional countries.

Project Team Information

Are you applying as an alumni association?   YES   NO   (*please highlight answer*)

If yes, what is the name of your alumni association?

Name of Alumni Association (s):	

For AF region only:
Is the alumni team lead from the YALI MWF 2022 cohort?   YES   NO   (*please highlight answer*)

Who are the alumni project team members?

There must be at least **two exchange alumni** team members for a project to be considered for funding. Along with name and program information, please describe the role each team member will have in the project and their

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experience, qualifications, and ability to carry out that role. Indicate what proportion of their time will be used in support of the project. At least one of the alumni should be designated as the team lead.

Team lead contact information (please include full name, email and phone number):

Team Member 1:				
Team Lead	YES		NO	
First Name:				
Last Name:				
Exchange Program:				
Exchange Program Year(s):				
Country From:				
Role within the Project Team				
Estimated Time committed to the Project (*please highlight your selection*)	100% or less	80% or less	50% or less	30% or less
Qualifications *Relevant to Project.* (*please explain role/duties in project implementation*)				
Team Member 2:				
Team Lead	YES		NO	
First Name:				
Last Name:				
Exchange Program:				
Exchange Program Year(s):				
Country From:				
Role within the Project Team				
Estimated Time committed to the Project (please highlight your selection)	100% or less	80% or less	50% or less	30% or less
Qualifications Relevant to Project (*please explain role/duties in project implementation*)				
Team Member 3: (as needed)				
First Name:				
Last Name:				
Exchange Program:				
Exchange Program Year(s):				
Country From:				
Role within the Project Team				
Estimated Time committed to the Project (*please highlight your selection*)	100% or less	80% or less	50% or less	30% or less

Qualifications *Relevant to Project* (please explain role/duties in project implementation)				

Team Member 4: (as needed)				
First Name:				
Last Name:				
Exchange Program:				
Exchange Program Year(s):				
Country From:				
Role within the Project Team				
Estimated Time committed to the Project (please highlight your selection)	100% or less	80% or less	50% or less	30% or less
Qualifications *Relevant to Project* (please explain role/duties in project implementation)				

Team Member 5: (as needed)				
First Name:				
Last Name:				
Exchange Program:				
Exchange Program Year(s):				
Country From:				
Role within the Project Team				
Estimated Time committed to the Project (*please highlight your selection*)	100% or less	80% or less	50% or less	30% or less
Qualifications *Relevant to Project*. (please explain role/duties in project implementation)				

Project Description

Problem Statement (*250-word limit):*

Describe the specific need and/or challenge that this project will address and how you will address it.

Project Goal/s*:*

What is the aim of your project? State in one or two sentences the overall goal/s of your project and what outcome or change (in people, institutions, attitudes, or practices) you expect to see.

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Project Objectives:

List your project objectives which will support your project goal/s. Remember to create project objectives which are SMART (Specific, Measurable, Achievable, Realistic, and Time Bound).

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Project Design and Methods *(500 word limit):*

Explain how the project is expected to work to solve the stated problem and achieve your established goal/s. Include who will benefit from your planned activities and how you plan to build on the outcome of this project. Please include workshop or training agendas or any curricula developed for your project. (*Outlines of training agendas/workshop agendas/curricula will not count towards the word limit*.)

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Project Timeline:

Please provide a timeline of your project activities. (*Bullet points preferred.*)

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Beneficiaries: Please provide the estimated number of direct and indirect beneficiaries. Direct beneficiaries are defined as persons who directly participate in your project. Indirect beneficiaries are usually not directly connected with the project but will still benefit from it.

Number of direct beneficiaries (total):	
Number of indirect beneficiaries (total):	

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Local Project Partners *(250 word limit)*:

List any partners (individuals/organizations, etc.) with whom you will work to support or implement your project. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not yet have an existing relationship, how do you anticipate establishing a partnership with the organization(s)?

Communication and Outreach Plan *(250 word limit)*:

How will you promote your project? Please provide a communication timeline of how and when you will present project accomplishments and highlights. Explain how you will report project highlights and achievements with your local embassy or consulate. Include social media, websites, print news, or other forms of media you intend to use to share information about your project to beneficiaries and the public.

Please list any websites or social media platforms or accounts that you may have for your project in the fields below: (Optional)

Website:	
Facebook:	
Twitter:	
Instagram:	
YouTube:	
Other:	

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Monitoring and Evaluation

Please use the form below to lay out the monitoring and evaluation plan for your project. Refer to your established project goal/s and project objectives. Please refer to the example in the application form guidance at the end of this document on how to fill out the form.

AEIF 2023 Monitoring and Evaluation Template						
Goal/s:						
Objective 1:						
Activity	**Output**	**Indicator** *(what are we measuring)*	**Desired Outcome** *(what change do we expect to see)*	**How we will collect data**	**When we will collect data**	**Who will collect data**
Objective 2:						
Activity	**Output**	**Indicator** *(what are we measuring)*	**Desired Outcome** *(what change do we expect to see)*	**How we will collect data**	**When we will collect data**	**Who will collect data**
Objective 3:						
Activity	**Output**	**Indicator** *(what are we measuring)*	**Desired Outcome** *(what change do we expect to see)*	**How we will collect data**	**When we will collect data**	**Who will collect data**

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Objective 4:						
Activity	Output	Indicator (what are we measuring)	Desired Outcome (what change do we expect to see)	How we will collect data	When we will collect data	Who will collect data

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Application Form Guidance

About Your Project	Please choose a concise and/or catchy title for your project which will get the attention of your audience.
Project Team Information	The team needs to include at least **two** U.S. Government-sponsored exchange alumni. Please clearly indicate the role of the team member within the project and the percentage of time the team member will spend developing and/or implementing the project. This should clearly relate to the proposed project budget and any requested project management fees. Please include information about any non-alumni team members in this section as well.
Problem Statement (250 word limit)	The problem statement should describe the specific need and/or challenge that your project will address and how you will address it. Think about who your target audience is, when and where your project will take place, what activities you will include and why, and what change in attitudes you set out to see.
Project Goal/s (1-2 sentences)	What is the aim of your project? State in one or two sentences the overall goal/s of your project and what outcome or change you expect to see. **Example**: Increase the capacity of teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students
Project Objectives (3-5 objectives)	List your project objectives which will support your project goal/s. Remember to create project objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time Bound). **Example:** Provide training workshops for secondary school teachers on effective use of e-learning tools to improve content delivery and boost student attendance by 50% by the end of school year X.
Project Design & Methods (500 word limit)	Explain how the project is expected to work to solve the stated problem and achieve your established goal/s. Include who will benefit from your planned activities and how you plan to build on the outcome of this project. You may want to include workshop or training agendas or any curricula developed for the use in your project.
Project Timeline (Bullet points preferred)	Please provide a timeline of your project activities. Be realistic and consider current implementation restrictions due to the COVID19 pandemic. Please include when you will submit your final project report to the U.S. Embassy/Consulate.
Beneficiaries	Please provide the estimated number of direct and indirect beneficiaries. Direct beneficiaries are defined as persons who directly participate in your project. Indirect beneficiaries are usually not directly connected with the project but will still benefit from it.

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	Example: Direct beneficiaries: 200 trained teachers; Indirect beneficiaries: 10,000 students (taught by trained teachers)
Local Project Partners	List any partners (individuals/organizations, etc.) with whom you will work to support or implement your project. Local community involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not yet have an existing relationship, how do you anticipate establishing a partnership with the organization(s)?
Communication and Outreach Plan	The communication and outreach plan should lay out how you will promote your project and through which channels. Include social media, websites, print news, or other forms of media you intend to use to share information. Include in the plan how you intend to engage your local U.S. Embassy or Consulate and how you will report project highlights and achievements.
Monitoring and Evaluation	Please use the form to lay out the monitoring and evaluation plan for your project. Refer back to your established project goal/s and project objectives. Consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how you will collect the data. Use well-crafted indicators to measure a project's progress toward the desired results. **Example:**

Goal/s:	Increase the capacity of secondary school teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students					
Objective 1:	Provide training workshops for secondary school teachers on effective use of e-learning tools to improve content delivery and boost student attendance by 50% by the end of school year X.					
Activity	**Output**	**Indicator** *(what are we measuring)*	**Desired Outcome** *(what change do we expect to see)*	**How we will collect data**	**When we will collect data**	**Who will collect data**
Teacher training workshop on e-learning	Trained 200 teachers in x region on e-learning curriculum development and resource platform	Number of users engaging with content on online resource platform	Increased number of teachers using e-learning tools, higher student attendance, Increased	Tracker user engagement on online platforms, attendance of students online classrooms, Number of downloads	At start of program, 2 month intervals, end of program	Designated M&E project team member, Online Platform Designer

				number of teachers engaging with online teaching tools	of online material		